

## **Costume Design Assistant**

The Costume Design Assistant facilitates the work of the Costume Designer. Duties vary with each project.

### **Responsibilities**

- Familiarize yourself with the script and the Director's concept, the Costume Designer's design, and the overall plan of costume builds, pulls, and purchases.
- Assist in the preparation of a "SHOW BOOK" with contact information, measurement charts, costume sketches, swatches, research, sourcing information, etc.
- Set up dressing room prior to fitting
- Take fitting notes; see that all show items are properly labeled and routed
- Take fitting photos and upload to appropriate costume drive for reference and sharing as necessary
- Assist in the construction process; this may include a special construction project
- Assist in pulling costumes, fabrics and trims from stock
- Assist in costume shopping trips as allowed, and with sourcing costume pieces for purchase online
- Follow proper purchasing procedures; submit receipts in a timely manner and report expenditures to the Costume Designer and Costume Director as necessary
- Organize dressing lists into a costume inventory piece list for the Wardrobe Crew
- Attend dress rehearsals and take notes
- Help attend to costume notes during the dress rehearsal period
- Help coordinate quick change rehearsals if applicable

### **Participation**

- Regular meetings with Costume Designer and Costume Director
- First Meeting (Director's Presentation)
- Designer Presentations to the cast (typically at First Read-through)
- Weekly production meetings
- All costume fittings (as your schedule allows)
- Appropriate run-throughs
- All dress rehearsals
- Strike

Any release from these assigned tasks must be approved by the faculty advisor in advance